



Applying Online for a Side Sewer Repair Permit



As of July 2003, you can now apply online for a side sewer repair permit. The process is simple: visit DPD's website at www.seattle.gov/dpd/sidesewer to complete and submit your application. DPD will review your application, generally by the next City business day, and return the issued permit to you via email.

Eligible Permit Types

You can apply online for permits to perform repairs to existing side sewer facilities. Because permits for new construction (e.g., new lines and appurtenances) require submission of plans, you must apply for them in person at the DPD Applicant Services Center (ASC), located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8850.

What You Need to Apply Online

- **Internet Access:** You can use most internet browsers to access the online permit application, including Internet Explorer, Netscape and Opera. A high-speed connection is not necessary.
- **Printer:** If you want to download side sewer cards, a high-speed color printer that accepts 11x17-inch paper is recommended. You can download side sewer cards at www.seattle.gov/dpd/sidesewer.
- **Email Address:** A valid email address is required so DPD can send the issued permit to you.
- **Escrow (advance deposit) Account:** If you do not have an account, you can download the application form (195kb PDF) from www.seattle.gov/dpd/publications/forms/Escrow.pdf. Contact the DPD Cashier Counter at (206) 386-9780 to establish your account.
- **Contractor ID:** If you don't know your contractor ID, call DPD's Over-the-Counter (OTC) Permit staff at (206) 684-8464.
- **Work in Public Place:** If you plan to do side sewer repair work in the public place, you are required to be an allowed Registered Side Sewer Contractor (RSSC). In January 2005 you will have the ability to check the DPD Side Sewer web page to check on RSSC status.

How to Apply

1. Open your Internet browser and go to www.seattle.gov/dpd/sidesewer.
2. Type your contractor ID and password and click Submit. If using the application for the first time, use your contractor ID as the password. (You'll be prompted to set up a password after you log on.)

Permit Desk

Apply for a Side Sewer Permit

Please enter your Contractor ID number and your Password.
If you do not know your Contractor ID and Password, use your old User ID and PIN #.

(ID and Password are case sensitive)

Contractor ID:

Password:

Note: If you've used DPD's website to apply for an electrical permit, you can also enter the user ID and password you were assigned to use this service.

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3. Click Apply for a Side Sewer Repair Permit.

Permit Desk

Apply for a Side Sewer Permit

Main Menu

ZORKO ELECTRIC INCORPORATED has successfully logged in.

Your current balance is: \$676.21

What would you like to do?

- ▶ [Apply for an Side Sewer Permit](#)
- ▶ [View my Side Sewer Permit applications submitted online](#)
- ▶ [Change my Password](#)

4. Complete the application:

- **Contractor Information:** Enter at least an email address and contact name.
- **Work Site Information:** Type the street number, street name, city, state and zip. Enter a description of work and select an occupancy type.
- **Work Site Owner/Tenant Information:** You do not have to enter a name in this section, but if you do, you must also enter a phone number and address (including city, state, country and zip).
- **Type of Work Classification:** Select either Work is in Right-of-Way or one of the options under Repair work will be completed. Enter the number of lines capped, if applicable.

Side Sewer Permit Application					
Contractor Information					
Contractor: ZORKO ELECTRIC INCORPORATED			State License #:		
Phone: (425)485-1113 x			Fax:		
Address: P O BOX 1808			Contact: <input type="text"/>		
WOODINVILLE, WA 98072-1808			Date: Friday, June 27, 2003		
Email: <input type="text"/>					
Work Site Information					
Street #:	Street Prefix:	Street Name:	Street Type:	Street Post Dir:	Apt./Ste.:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City:	State:	Zip:	Occupancy:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Description of Work:					
<input type="text"/>					
Work Site Owner / Tenant Information					
Work Site Info For: <input type="text"/>					
First Name:	Last Name:	Phone:	Fax:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Address:		Apt/Ste:			
<input type="text"/>		<input type="text"/>			
Address2:					
<input type="text"/>					
City:	State:	Country:	Zip:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Type of Work Classification					
<input type="checkbox"/> Work is in Right-of-Way Contractor must be registered with City of Seattle.		Repair work will be completed: <input type="radio"/> On Private Property Only <input type="radio"/> On Public Area Only <input type="radio"/> On Public Area and Private Property		<input type="text"/> # of lines capped	
<input type="button" value="Cancel"/> <input type="button" value="Submit Application >>"/>					

5. Click Submit Application.

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What Happens Next

After you've submitted your application, you can check status, make changes or delete the application. After DPD staff receives and processes the application, you will receive an email with the permit attached as a PDF file. (You can't delete or change the application once it's been processed.)

To view your submitted applications:

1. Open the online side sewer application page from www.seattle.gov/dpd/sidesewer.
2. Type your contractor ID and password and click Submit.
3. Click View my Side Sewer Permit applications submitted online.

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4. Check the Application Status box.
 - Not Processed: DPD hasn't received the application. You can click Edit to change it or Delete to cancel it.
 - In Process: DPD is processing the application. You cannot make changes.
 - Approved: The permit has been issued.
 - Rejected: The permit has been denied. Contact the ASC's Drainage and Sewer Desk at (206) 684-5362 or email them at sidesewerinfo@seattle.gov.

Permit Desk

Apply for a Side Sewer Permit

Main Menu > My Permit Applications

App ID	Permit Type	Submitted	Work Site Address	Work Description	Application Status	
12	Side Sewer	10:12:59 AM 6/27/2003	445 Elm Seattle, WA	Repairing a line	Not Processed	View Edit Delete
11	Side Sewer	8:01:53 AM 6/26/2003	3 EAST Maple AVENUE EAST #3 Seattle, WA 33232	installing line to replace existing	In Process	View
10	Side Sewer	8:41:03 AM 7/7/2003	12321 NORTH Elm STREET EAST Seattle, WA	installing line to replace existing	Approved on 7/8/2003 5:03:09 PM by Allen Guest	View